

# CARES

at the

*Jordan  
Institute  
for  
Families*

presents

**Ongoing  
Professional  
Training**

In collaboration with  
The Adult Services  
Branch,  
North Carolina Division of  
Social Services

CARES, the Center for  
Aging Research and  
Educational Services  
School of Social Work  
CB# 3550  
University of North Carolina  
Chapel Hill, NC 27599-3550  
(919) 962-0650

**The Adult Services Supervisors' Curriculum  
Module 3**

## **The Supervisor's Role in Developing a Supportive Community Environment**

**May 10–11, 2001  
UNC-School of Social Work  
301 Pittsboro St.  
Chapel Hill, NC**

### **Objectives**

At the conclusion of all modules of this curriculum, participants will be able to:

1. articulate a vision of an optimally functioning adult services practice environment
2. use planning and budgeting skills to construct an enabling environment
3. improve resource development capabilities by developing a supportive environment
4. use effective techniques to direct daily social work activities and manage a productive staff
5. use skills to create a learning and motivational environment
6. improve program evaluation and establish a self-evaluative environment.

*Visit the CARES web site for updates on the training calendar,  
<http://ssw.unc.edu/cares/cares.htm>.*

# The Supervisor's Role in Developing a Supportive Community Environment

May 10–11, 2001

UNC-School of Social Work

301 Pittsboro St.

Chapel Hill, NC

## Description

The six modules of the Adult Services Supervisors' Curriculum are designed to enhance knowledge and skills essential for the administrative, supportive, and educational functions of an effective adult services manager. Each two-day module provides participants with the opportunity to examine current professional concepts, practice their application, and share ideas and experiences among peers. Training methods include lecturettes, assessment tools, videos, case studies, skills practice, and large and small group discussions. Participants are given reference materials and tools to apply in their work.

Module 3, "The Supervisor's Role in Developing a Supportive Community Environment," focuses on identifying and practicing effective ways to develop and strengthen support for adult services within the DSS and the community. Project and resource management as well as networking are examined as ways to increase productivity and collaboration. The value of the adult services program is identified, and strategies for marketing it are developed.

## Audience

Adult services supervisors and program managers.

## Sponsors

The Adult Services Branch of the North Carolina Division of Social Services and the Center for Aging Research and Educational Services (CARES), part of the Jordan Institute for Families at UNC–Chapel Hill School of Social Work, sponsor this event.

The University of North Carolina at Chapel Hill and the NC Division of Social Services are committed to equality of educational opportunity and do not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, veteran status, or disability.

## Registration and Tuition

Enrollment is limited to **20** people. The deadline for registration is **April 25, 2001**. The fee is **\$25.00**, which includes the cost of instruction, program materials, and two breaks each day. Check-in for the workshop is from 8:30 to 9:00 on the first day. Instruction begins at 9:00

and ends at 4:00 each day. Participants are responsible for their own lunches.

Registration forms must be accompanied by a check or an agency payment approval form to be accepted. Please make checks payable to UNC-Chapel Hill School of Social Work. We cannot accept cash payments. If your agency is paying, you may register by fax, (919) 962-3653, if you include a copy of the agency payment approval form. Registrants will receive a confirmation letter. For agencies paying for several participants with one check, please indicate the participants' names and events for which they have registered.

Full refunds will be made for cancellations on or before the registration deadline. No refund will be made after that date, but you may send a substitute or transfer your registration to a future offering of this curriculum. Substitutes must fill out a registration form. *Please note:* If you register using an agency approval form, do not attend, and do not cancel, you or your agency will be billed for the full amount of the registration fee.

Participants who attend all days of training will receive a certificate, signed by the Director of the Division of Social Services, listing their name and the number of contact hours earned. At the completion of all six modules of the curriculum, participants will receive a framed certificate.

## Further Information

For information about registration issues—to cancel, register a substitute, or inquire about cancellation owing to inclement weather—please contact Delores Darby at the Center for Aging Research and Educational Services, Jordan Institute for Families, School of Social Work, UNC–Chapel Hill, 27599-3550 or telephone (919) 962-0650. If you need any of the auxiliary aids or services identified in the **Americans with Disabilities Act** in order to attend this program, please contact Delores Darby as early as possible and at least 3 weeks before the program. Every effort will be made to accommodate your needs.

For information about the content of the workshop, contact Linda Rahija at the CARES address or telephone (919) 962-5163.

# UNC School of Social Work

301 Pittsboro St.  
Chapel Hill, NC

## Directions By Car:

*From the North:* From I-85 South in Durham, take Exit 174-B (a left exit) onto Highway 15-501 South. There will be a sign for Chapel Hill at the exit.

Continue on this highway for several miles. You will cross over Interstate 40 and almost immediately you will enter Chapel Hill. Highway 15-501 South will fork shortly after this; take the left fork to stay on Highway 15-501 South and continue until you reach Highway 54 West (the sign says UNC-Chapel Hill). Take this exit. When you reach the bottom of the exit ramp you will be on Highway 54 West (which at this point is also called South Road). Continue on this road through four stoplights. At the fifth stoplight, Pittsboro Street (a one way street), turn left. The School of Social Work is the building on your left.

*From the West:* Take I-85 North through Greensboro and Burlington, then take Interstate 40 East. Exit from the highway at Exit 266. Turn right at the top of the exit ramp. You will be on Highway 86 South, and you will stay on this road for 4.2 miles. The name of the road will change—from NC 86, to Airport Road, to Columbia Street—but there will be route signs saying "86" all the way. You will drive through a major intersection for Franklin Street,

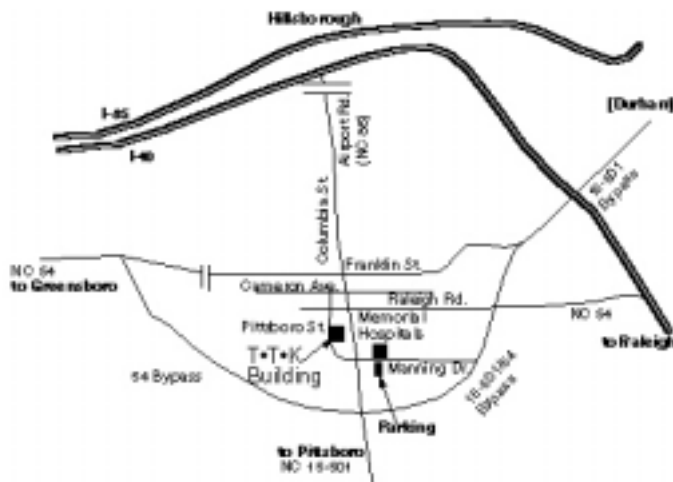
Chapel Hill's main street, which marks the border between UNC's north campus and the town. At the next intersection, Cameron Avenue, turn left - stay in the left lane. In one block, at the stoplight, turn left again onto Pittsboro Street. (Parking may be available for a fee at the Carolina Inn on your left.) The School of Social Work is a block and a half ahead on your left.

*From the East:* From I-40 West, travel toward Chapel Hill. Get off at Exit 273-B, Highway 54 West (2nd ramp; pass under the bridge first). Follow Highway 54 West for approximately 4.5 miles. The road will change names several times. Through the UNC Campus it is called Raleigh Road. Pass the Student Union (on right) and Bell Tower (on left). The second stoplight after the Bell Tower will be Pittsboro Street (a one way street), where you turn left. The School of Social Work is the building on your left.

Most parking on the UNC Campus is by permit only, and parking services is vigilant about issuing tickets. The closest paid parking is the Hospital Deck, shown on this map. Please allow at least 30 minutes to find parking and walk to the building.

The Carolina Inn, a deluxe hotel, is across the street from the building, (919) 933-2001. Other national chains in town include Days Inn, (919) 929-3090, and Holiday Inn, (919) 929-2171, both near town bus routes; Hampton Inn, (919) 968-3000; and Best Western University Inn, (919) 932-3000.

(These phone numbers are provided as a convenience to registrants. Listing here is not an endorsement by CARES, the Division of Social Services, or UNC-Chapel Hill.)



# Ongoing Professional Training from CARES, Spring 2001

## Registration Form

Please send one registration form per participant. Each participant may register for more than one event using this form. Be sure to mark the dates for which you wish to register. The last day to cancel registration for any event and receive a refund of the fee is the registration deadline date for that event (shown in parentheses). If your agency is paying the registration fee, you may fax this form with a copy of the agency authorization of payment to Delores Darby at (919) 962-3653. Otherwise, please mail this form to her with your check made out to **UNC School of Social Work** or a copy of your agency authorization. Cash payments cannot be accepted. The address is: Center for Aging Research and Educational Services, Jordan Institute for Families, School of Social Work, CB#3550, University of North Carolina, Chapel Hill, NC 27599-3550.

**Please Print or Type**

Dr.  Mr.  Mrs.  Ms. Name \_\_\_\_\_  
First MI Last

Place of Employment \_\_\_\_\_ Job Title \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Home Phone ( ) \_\_\_\_\_ \*\*SSN \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

*\*we ask for your home phone in case the training session must be postponed on account of inclement weather*  
*\*\*used for internal record-keeping and required for those programs that issue CEUs*

| <b>Education:</b>   |   |
|---|---|
| <b>Highest Degree</b><br><input type="checkbox"/> HS<br><input type="checkbox"/> Associate<br><input type="checkbox"/> Bachelor<br><input type="checkbox"/> Masters<br><input type="checkbox"/> Doctorate | <b>Highest Social Work Degree</b><br><input type="checkbox"/> BSW<br><input type="checkbox"/> MSW<br><input type="checkbox"/> PhD/DSW |

| <b>Work Type:</b>  |
|--|
| <input type="checkbox"/> Direct Client Service<br><input type="checkbox"/> Line Supervisor<br><input type="checkbox"/> Staff Development<br><input type="checkbox"/> Program Manager<br><input type="checkbox"/> Program/Admin. Support<br><input type="checkbox"/> Director |

| <b>Employment Type:</b>  |
|--|
| <input type="checkbox"/> Federal<br><input type="checkbox"/> State<br><input type="checkbox"/> County DSS<br><input type="checkbox"/> County Non-DSS<br><input type="checkbox"/> Public Univ/College Faculty<br><input type="checkbox"/> Private Univ/College Faculty<br><input type="checkbox"/> Private Agency<br><input type="checkbox"/> Volunteer |

**Applications in Family Centered Practice with Adults:**

**Next Steps (\$20)**

- Feb. 21, 2001, Albemarle (Feb. 7)
- Mar. 9, 2001, Raleigh (Feb. 23)

**Effective Counseling in Adult Services (\$35)**

- Feb. 12–13, 2001, Charlotte (Jan. 29)
- Feb. 26–27, 2001, Hickory (Feb. 12)
- Mar. 13–14, 2001, Winston-Salem (Feb. 27)
- April 23–24, 2001, Wilson (Apr. 9)

**Effective Social Work Practice in Adult Services:  
A Core Curriculum (\$50)**

- Feb. 27–Mar. 1 and Mar. 27–29, 2001, Wilson (Feb. 13)
- May 1–3 and 15–17, 2001, Raleigh (Apr. 17)

**Geriatric Mental Health (\$50)**

- Mar. 6–7 and 20–21, 2001, (Feb. 22)

**An Introduction to Aging (\$40)**

- Feb. 5–6, 2001, Winston-Salem (Jan. 22)
- May 7–8, 2001, Wilmington (Apr. 23)

**Working with Clients Who Have Serious Mental Illness: The DSS Perspective (\$35)**

- Apr. 2–3, 2001, Wilson (Mar. 19)

**Effective Supervision and Management in Adult Services (\$25 per module)**

- Module 1, Jan. 22–23, 2001, Raleigh (Jan. 8)
- Module 2, Apr. 5–6, 2001, Charlotte (Mar. 22)
- Module 3, May 10–11, 2001, Chapel Hill (Apr. 25)
- Module 5, Feb. 8–9, 2001, Burlington (Jan. 25)
- I have a Supervisor's Curriculum notebook already.*

\_\_\_\_ Number of Events for Which You Are Registering

Total amount of fees \$ \_\_\_\_\_

**Payment Options:**

- Check Enclosed
- Agency Authorization of Payment (check pending)

*Please note: Registration forms must be accompanied by a check or an authorization to be accepted.*